

Retention and Classification Report

Agency: Department of Corrections. Adult Probation and Parole. Region
6. Administration and Price Office (406)
630 West Price River Drive
Price, UT 84501
435-637-3640

Records Officer Gina Proctor

11525	Moab office offender criminal histories
09885	Price offender criminal histories
11526	Roosevelt office offender criminal histories
11527	Vernal office offender criminal histories

AGENCY: Department of Corrections. Adult Probation and Parole. Region 6.
Administration and Price Office

SERIES: 11525

3

TITLE: Moab office offender criminal histories

DATES: 1983-

ARRANGEMENT: Chronological, thereunder alphabetical by offender's surname
DESCRIPTION:

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

RETENTION:

Retain 10 years after jurisdiction is terminated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 29.

AUTHORIZED: 03/21/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month after jurisdiction terminates

AGENCY: Department of Corrections. Adult Probation and Parole. Region 6.
Administration and Price Office

SERIES: 11525

TITLE: Moab office offender criminal histories

(continued)

and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

PRIMARY CLASSIFICATION:

Public	Name of individual, status (whether on probation or parole), crimes committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013
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SECONDARY CLASSIFICATION(S):

Private.	Social security number, home address, home phone number, certain medical data. Utah Code 63G-2-302(2)(d) 2014
Controlled.	Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008
Protected.	Name of informants on incident reports. Utah Code 63G-2-305(10) 2014

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 6.
Administration and Price Office

SERIES: 9885

3

TITLE: Price offender criminal histories

DATES: 1963-

ARRANGEMENT: Chronological, thereunder alphabetical by offender's surname
DESCRIPTION:

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments. Documents the history of all offenders on probation or parole. Includes offender's name, history of charges, commitments, name of case worker, monthly reports to probation or parole officer, copies of court records, a history of probation or parole, incident reports, restitution data, correspondence and the probation or parole agreement.

RETENTION:

Retain 10 years after jurisdiction is terminated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 29.

AUTHORIZED: 03/21/2005

AGENCY: Department of Corrections. Adult Probation and Parole. Region 6.
Administration and Price Office

SERIES: 9885

TITLE: Price offender criminal histories

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

PRIMARY CLASSIFICATION:

Public	Name of individual, status (whether on probation or parole), crimes committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013
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SECONDARY CLASSIFICATION(S):

AGENCY: Department of Corrections. Adult Probation and Parole. Region 6.
Administration and Price Office

SERIES: 9885

TITLE: Price offender criminal histories

(continued)

Private.	Social security number, home address, home phone number, certain medical data. Utah Code 63G-2-302(2)(d) 2014
Controlled.	Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008
Protected.	Name of informants on incident reports. Utah Code 63G-2-305(10) 2014

AGENCY: Department of Corrections. Adult Probation and Parole. Region 6.
Administration and Price Office

SERIES: 11526

3

TITLE: Roosevelt office offender criminal histories

DATES: 1986-

ARRANGEMENT: Chronological, thereunder alphabetical by offender's surname
DESCRIPTION:

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

RETENTION:

Retain 10 years after jurisdiction is terminated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 29.

AUTHORIZED: 03/21/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month and then transfer to State

AGENCY: Department of Corrections. Adult Probation and Parole. Region 6.
Administration and Price Office

SERIES: 11526

TITLE: Roosevelt office offender criminal histories

(continued)

Records Center. Retain in State Records Center for 10 years and then destroy.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

PRIMARY CLASSIFICATION:

Public	Name of individual, status (whether on probation or parole), crimes committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013
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SECONDARY CLASSIFICATION(S):

Private.	Social security number, home address, home phone number, certain medical data. Utah Code 63G-2-302(2)(d) 2014
Controlled.	Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008
Protected.	Names of informants on incident reports. Utah Code 63G-2-305(10) 2014

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 6.
Administration and Price Office

SERIES: 11527

3

TITLE: Vernal office offender criminal histories

DATES: 1986-

ARRANGEMENT: Chronological, thereunder alphabetical by offender's surname
DESCRIPTION:

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

RETENTION:

Retain 10 years after jurisdiction is terminated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 29.

AUTHORIZED: 03/21/2005

FORMAT MANAGEMENT:

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Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month after jurisdiction terminates

AGENCY: Department of Corrections. Adult Probation and Parole. Region 6.
Administration and Price Office

SERIES: 11527

TITLE: Vernal office offender criminal histories

(continued)

and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

PRIMARY CLASSIFICATION:

Public	Name of individual, status (whether on probation or parole), crimes committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013
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Private.	Social security number, home address, home phone number, certain medical data. Utah Code 63G-2-302(2)(d) 2014
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Protected.	Names of informants on incident reports. Utah Code 63G-2-305(10) 2014

REVIEW AND UPDATE STATUS:

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